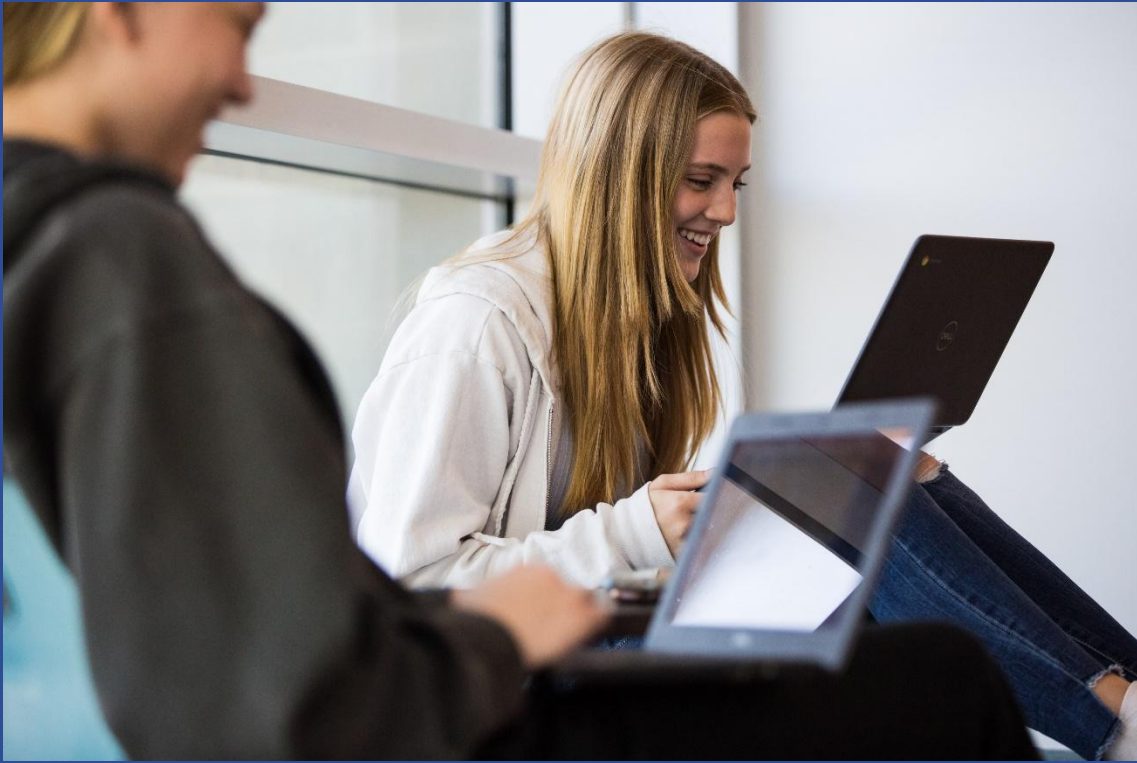


# Roseville Joint Union High School District Volunteer Handbook

2023-2024





## Welcome

Welcome to the Roseville Joint Union High School District (RJUHSD). We appreciate your time and effort in helping to make the RJUHSD the best educational environment for all of our schools. In this handbook, you will find important information that will make your volunteer service successful and rewarding.

Whether you are new or a former volunteer returning to the RJUHSD, feel free to ask for help concerning anything you do not understand. Your assistance is valued!

## **Background Check**

In accordance with Board Policy 1240 and California Education Code 35021, volunteers that perform volunteer service, will require Megan's Law clearance check by providing their driver's license to be scanned through our Visitor Management System. Volunteers that perform volunteer service, such as chaperone field trips, transport students, or are otherwise not directly supervised by district staff at all times need to receive Live Scan Fingerprint clearance through the FBI/DOJ prior to volunteering. Please refer to the RJUHSD Board Policies and Administrative Regulations (1240 & 1250) at the back of this RJUHSD Volunteer Handbook.

## **Standard of Conduct**

By volunteering with the RJUHSD, you have a responsibility to the District and to your fellow volunteers to adhere to certain rules of behavior and conduct. The purpose of these rules is not to restrict your rights, but rather to be certain that the learning environment is not compromised. When a person is aware that they can fully depend upon others to follow the rules of conduct, then our organization is a better place to work for everyone. Volunteers should become familiar with the specific rules at the school site(s) at which they volunteer. Generally speaking, we expect each volunteer to act in a mature and responsible manner at all times. District standards of conduct and personnel policies include, but are not limited to:

- Observing safety rules at all times and using common sense in operating any equipment.
- Treating fellow volunteers, teachers, students, parents, and administrators with respect and kindness.
- No possession of any type of firearm, weapon, or explosive devices, on District premises.
- The maintenance of a drug-free workplace. Employees and volunteers are prohibited from being intoxicated or under the influence of controlled substances while volunteering; use, possession, or sale of a controlled substance in any quantity while on District premises (except medications prescribed by a physician, which do not impair volunteer performance) will result in immediate dismissal from volunteer service.
- This is a tobacco-free district. Tobacco products, including vaping devices, shall not be used on District premises.
- No soliciting or selling of products, services, etc., on District property without the prior written approval of the Superintendent or designee.
- Refraining from proselytizing in regard to religion or politics on District property.
- Maintaining the confidentiality of all personal and privileged information.
- Abiding by all current CDPH guidelines related to the health and safety of students and staff.
- Volunteers are not to use or be under the influence of alcohol or other non-prescription drugs or medication while serving in any volunteer capacity.

## **Policies and Procedures All Volunteers Should Know:**

### **Absence and Punctuality**

Volunteers are asked to commit to specific time(s) and day(s), as teachers need to know they can count on you. If you are unable to volunteer on a given day, or if you will arrive late, please contact your school site immediately.

### **Discipline**

Classroom teachers and school administrators are responsible for student discipline. Rules and procedures related to student discipline have been established by the school and individual classroom teachers. These guidelines are maintained for the safety and welfare of all students. Fairness, consistency, and follow-through are essential to maintaining classroom learning environments. By volunteering with the District, you assume an obligation to maintain this confidentiality. It is essential that you not share any information about students, even with your own family, friends, or acquaintances. Disclosure of confidential information could lead to dismissal.

### **Equal Volunteering Opportunity**

The RJUHSD provides equal volunteering opportunities for everyone regardless of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, military and veteran status, gender, gender identity, gender expression, sex, sexual orientation, or their association with a person or group with one or more of these actual or perceived characteristics that do not prohibit performance of essential job functions. All matters relating to volunteering are based upon the ability to perform the job, as well as dependability and reliability.

### **Resignation/Dismissal**

If for any reason, you decide not to continue volunteering with the District, please inform your school site administrator as well as the Human Resources Department. The District reserves the right to discontinue the volunteer relations with any individual at any time.

### **Sign In/Out**

All volunteers check in each day at the school office. Please return to the office to check out at the end of your designated volunteer time.

### **Suspected Child Abuse or Neglect**

Volunteers should report to the school administrator if they have any reason to believe a student has been abused or neglected

## **Tuberculosis Risk Assessment**

All Tier II Volunteers will be required to submit a completed tuberculosis clearance prior to volunteering. All TB clearances must be renewed every four years.

## **Volunteer Relations with Students and Their Families**

The success of the RJUHSD's volunteer program depends upon the quality of the relationship between the District volunteers, teachers, students and parents, and the public. Regardless if you are a volunteer or a paid staff member, you are an ambassador.

## **Other Policies**

### **Dress Code**

Volunteers are expected to dress in accordance with accepted social and business standards. If you are unsure as to the appropriateness of particular attire, please consult with the school site administrator.

### **Grievances**

A grievance is defined as any event, condition, rule, or practice which the volunteer believes violates their civil rights, or treats them unfairly while volunteering (Refer to Board Policy 1312.3, Uniform Complaint Procedures). Volunteers should attempt to resolve a grievance by discussing their concerns with the school administrator.

### **Office Machines**

Volunteers should be trained on the correct usage of all office equipment. It is also very helpful if volunteers are willing to step aside and allow teachers or office staff to interrupt them and use machines during recess or on occasions when staff members need immediate access to machines or equipment at school. District equipment is only to be used for educational/school purposes. They are not for personal use. Parent volunteers may use computers that are located in classrooms as directed by the teacher. Volunteer flexibility and cooperation in this area are greatly appreciated. All volunteers shall adhere to the provisions of the federal copyright law and maintain the highest ethical standards in using copyright materials. The District shall provide no legal support to any volunteer who violates copyright laws.

## **Parking Lot**

Great care must be taken and drivers must watch closely for students and others at all times when driving near schools and/or in school parking lots. You should also check with the school office for information on where you should park.

## **Personal Phone Calls**

Cell phones are to be placed on vibrate or silent mode during your volunteer time. Personal phone calls should be made off-campus to avoid disruptions. Volunteers must not photograph or video students unless they have permission from site personnel.

## **Siblings**

As a general rule, younger siblings should not accompany parent volunteers to school when they are volunteering. Younger siblings can be a distraction to students, staff, and parent volunteers in the classroom. Additionally, younger siblings need to be supervised carefully for their own safety in the school environment. Some of the equipment that is used by volunteers should not be accessible and is not safe for young children (laminating machines, paper cutters, scissors, staplers, copy machines, etc.).

## **Staff Lounge Guidelines**

The staff lounge should not be used as a "workroom". Cutting, pasting, collating, etc., should be done in the classrooms, teacher workrooms, or office workrooms. Teachers should not send volunteers to work in the lounge.

## **Theft**

No item purchased or supplied by the District should ever be removed from school sites without the express authorization of your school site administrator. It is highly recommended that volunteers do not bring excessive amounts of money or valuables on campus. If you carry a purse, ask to place it in a secure location. The RJUHSD is not responsible for personal items lost or stolen.

## Ways to Work with Students

- Relax and be yourself
- Be friendly toward all students
- Be pleasant and interested in the students' activities
- Encourage students to try and do activities to the best of their ability
- Praise individual students for a job well done
- Encourage positive behavior by acknowledging students who are doing things correctly
- Remember that a student often responds better to positive reinforcement
  
- Proceed at the student's own rate of speed
- Don't do for a student what they can do for themselves
- Call the students by name at each opportunity
- Be flexible
- Be patient







## DEFINITION OF A VOLUNTEER

Dear Volunteer Applicant,

Thank you for your interest in becoming a volunteer with the Roseville Joint Union High School District. We encourage parents and community members to get involved with their schools. Your participation enhances the instructional program and motivates and encourages students.

### **Definition of a Volunteer:**

A volunteer is a parent, community member, or another adult who assists at a school site or program on a regular or semi-regular basis before, during, or after school hours. There are two types of volunteers:

**Tier I Volunteers** – non-student contact and/or supervised volunteer.

Examples: front office/copy volunteers, committee volunteers, and volunteers that work under the direct supervision of District Staff. Typically involves little to no direct contact with students. Please refer to Board Policy & Administrative Regulations 1240 & 1250.

**Tier II Volunteers** – student contact volunteers.

Examples: coach, tutor, or other unsupervised school settings (i.e., chaperone or overnight school-sponsored trips, driver of students – if properly cleared through the District Transportation Department process). Typically involves direct involvement with students. Please refer to Board Policy & Administrative Regulations 1240 & 1250.

### **Requirements of Tier I Volunteers:**

- Read the RJUHSD Volunteer Handbook
- Check in through Visitor Management System at the front office when volunteering
- Adhere to all school site safety protocols

### **Requirements of Tier II Volunteers:**

- Read the RJUHSD Volunteer Handbook
- Submit signed Volunteer Application
- Complete New Volunteer Packet
- Live Scan Fingerprint Clearance
- Check in through Visitor Management System at the front office when volunteering
- Submit to a tuberculosis clearance
- Submit a copy of your Driver's License or ID
- Wear a district-issued identification badge whenever volunteering
- Adhere to all school site safety protocols



# VOLUNTEER APPLICATION



Dear Volunteer Applicant,

Thank you for your interest in becoming a volunteer. You are an integral part of the Roseville Joint Union High School District. Your participation enhances the instructional program.

A volunteer is a parent, community member, or other adult who assists at a school site or program on a regular or semi-regular basis before, during, or after school hours. There are two types of volunteers.

## **TIER I VOLUNTEER**

May perform service on the school campus as long as they meet all required clearance processes (See BP/AR 1240 & 1250) . As a Tier I Volunteer, I understand I will need to be cleared through the Visitor Management System each time I check in on-campus.

## **TIER II VOLUNTEER**

Tier II Volunteers may perform service on the school campus or outside of campus as long as they meet all required clearance processes (See BP/AR 1240 & 1250).

Examples of volunteer opportunities include: chaperone on field trips; attend or chaperone overnight school-sponsored trips, or drive students to approved school-sponsored activities (if properly cleared through the District Transportation Department process). Tier II Volunteers must obtain California Department of Justice and Federal Bureau of Investigation fingerprint submission and provide evidence they are free of Tuberculosis (TB) prior to volunteering. These requirements are in place given an abundance of caution for student safety and well-being.

## **VOLUNTEER DRIVERS**

The following may be required when applying to drive a district van or your personal vehicle for school business; Use of Vehicle on School Business (DMV Form), Auto Insurance Policy, Defensive Driver Training and a valid Driver's License. For further information please contact RJUHSD Department of Transportation at (916) 786-2723 or visit their website, [RJUHSD Transportation](#).

### **RJUHSD Nondiscrimination Statement:**

The Roseville Joint Union High School District prohibits discrimination, intimidation, harassment (including sexual harassment) and bullying based on a person's actual or perceived ancestry, color, disability, gender, gender identity, gender expression, immigration status, nationality, race or ethnicity, religion, sex, sexual orientation, or association with a person or a group with one or more of these actual or perceived characteristics. The RJUHSD Nondiscrimination policy applies to any violations as they relate to school activities or school attendance within a school under the jurisdiction of the superintendent of the RJUHSD. For questions or complaints, contact **Equity Compliance Officer & Title IX Coordinator**: Rob Hasty, Executive Director, Human Resources, 1750 Cirby Way Roseville, CA 95661, 916-782-8663, [rhasty@rjuhsd.us](mailto:rhasty@rjuhsd.us). For questions or inquiries related to 504's, please reach out to our **Section 504 Coordinator**: Craig Garabedian, Executive Director of Special Services, 1750 Cirby Way, Roseville, CA. 95661, 916-771-6570 [cgarabedian@rjuhsd.us](mailto:cgarabedian@rjuhsd.us)

## **BOARD POLICY 1240 - VOLUNTEER ASSISTANCE**

**REVISED 10/13/15**

The Board of Trustees recognizes that volunteer assistance in schools can enrich the educational program, increase supervision of students, and contribute to school safety while strengthening the schools' relationships with the community. The Board encourages parents/guardians and other members of the community to share their time, knowledge, and abilities with students.

The Superintendent or designee shall develop and implement a plan for recruiting, screening, and placing volunteers, including strategies for reaching underrepresented groups of parents/guardians and community members. He/she may also recruit community members to serve as mentors to students and/or make appropriate referrals to community organizations.

As appropriate, the Superintendent or designee shall provide volunteers with information about school goals, programs, and practices and an orientation or other training related to their specific responsibilities. Employees who supervise volunteers shall ensure that volunteers are assigned meaningful responsibilities that utilize their skills and expertise and maximize their contribution to the educational program.

Volunteer maintenance work shall be limited to those projects that do not replace the normal maintenance duties of classified staff. The Board nevertheless encourages volunteers to work on short-term projects to the extent that they enhance the classroom or school, do not significantly increase maintenance workloads, and comply with employee negotiated agreements.

Volunteer aides shall not be used to assist certificated staff in performing teaching or administrative responsibilities in place of regularly authorized classified employees who have been laid off. (Education Code 35021)

Volunteers shall act in accordance with district policies, regulations, and school rules. The Superintendent or designee shall be responsible for investigating and resolving complaints regarding volunteers.

The Board encourages principals to develop a means for recognizing the contributions of each school's volunteers.

The Superintendent or designee shall periodically report to the Board regarding the district's volunteer assistance program.

### **Qualifications**

The Superintendent or designee shall establish procedures for determining whether volunteers possess the qualifications, if any, required by law and administrative regulation for the types of duties they will perform.

Prior to assuming a volunteer position to work with students in a district-sponsored student activity program, a volunteer shall obtain both a Department of Justice and Federal Bureau of Investigation criminal background check through the district. (Education Code 49024)

A volunteer who possesses a current Activity Supervisor Clearance Certificate from the Commission on Teacher Credentialing, issued prior to July 9, 2010, shall have satisfied district requirements for the criminal background check. (Education Code 49024)

# **ADMINISTRATIVE REGULATION 1240 - VOLUNTEER ASSISTANCE**

**REVISED 9/14/23**

Volunteers may assist certificated personnel in the performance of their duties, in the supervision of students, and in instructional tasks which, in the judgment of the certificated personnel to whom the volunteer is assigned, may be performed by a person not licensed as a classroom teacher. These duties shall not include assignment of duties normally performed by classified instructional assistants, nor the assignment of grades to students. (Education Code 45343, 45344, 45349)

Volunteers may supervise students during lunch and/or breakfast periods or may serve as non-teaching assistants under the immediate supervision and direction of certificated personnel to perform non-instructional work which assists certificated personnel in the performance of teaching and administrative responsibilities. (Education Code 35021, 44814, 44815)

Volunteers may work on short-term facilities projects pursuant to Governing Board policy and administrative regulation.

## **Qualifications of Volunteers**

Volunteers providing supervision or instruction of students pursuant to Education Code 45349 shall give evidence of basic skills proficiency. (Education Code 45344.5, 45349)

A person who is required to register as a sex offender pursuant to Penal Code 290 shall not serve as a volunteer instructional aide or as a volunteer non-teaching aide under the direct supervision of a certificated employee. (Education Code 35021) The Superintendent or designee shall verify by reasonable means that persons serving as volunteer instructional aides and non-teaching volunteer aides are not required to register as a sex offender pursuant to Penal Code 290.

No volunteer shall be assigned to provide supervision or instruction of students unless he/she has submitted evidence of an examination within the past 60 days to determine that he/she is free of active tuberculosis. Volunteers who test negative shall thereafter be required to take a tuberculosis test every four years in accordance with Education Code 49406. (Education Code 45106, 45347, 45349, 49406)

Because volunteers may serve in a variety of areas and in a variety of circumstances, the requirements for volunteers may vary. The district has established the following definition and requirements for volunteers:

## **Parent Club, Booster Club, or Special Event Volunteers**

These volunteers provide assistance with snack bars, grad-night parties, band marathons, and other limited events or special occasions. They work with other volunteers, are supervised by certificated staff, and do not have direct responsibility for supervising students. No clearance or prior approval is required.

## **Classroom, Library or Office Volunteers**

These volunteers provide assistance that is limited to work that does not replace the normal duties of classified administrative assistants or instructional assistants in administrative or academic areas on a regular or frequent basis, such as a three-day-per-week library volunteer, a college student assisting with a class for credit, or a two-day-per-week office assistant. These volunteers generally fit into two categories: (1) supervised and unlikely to be alone with students, or, (2) unsupervised and/or likely to be alone with students. The requirements for each group are as follows:

### **Supervised or Unlikely to Be Alone with Students**

1. Completion of a district volunteer information form that includes name, address and phone number, brief description of service to be provided and name of supervisor.
2. Daily registration & clearance through the national registry upon entering school grounds.
3. A valid tuberculosis (TB) clearance.

4. No volunteer may provide services until the form and TB clearance are completed and on file with the principal.

### **Unsupervised or Likely to Be Alone with Students**

1. Completion of a district volunteer information form that includes name, address and phone number, brief description of service to be provided and name of supervisor.
2. DOJ and FBI fingerprint clearance.
3. A valid tuberculosis (TB) clearance.
4. No volunteer may provide services unless and until the appropriate forms are on file with the principal.

### **Athletic Coaching Volunteers**

These volunteers serve as unpaid coaches. A volunteer coach must meet the guidelines established in Title 5 of the California Code of Regulations established for paid, non-certificated coaches. The requirements for volunteer coaches are as follows:

1. The principal will submit a completed coaching application form and volunteer information form.
2. DOJ and FBI fingerprint clearance.
3. TB Clearance.
4. Valid CPR/AED Card.
5. Valid First Aid Card.
6. CIF Mandated Coaching Certificate
7. Concussion Certificate
8. Sudden Cardiac Arrest Certificate
9. No volunteer may perform services unless and until the appropriate forms are on file with the principal.

The district recognizes the importance of parents/guardians and other community members who volunteer and provide transportation to students who participate in and attend athletic and special school activities. Administrative regulations in the 3000 series identify further requirements governing Volunteers and Transportation of students.

### **Co-Curricular Coaching Volunteers**

Similar to Classroom, Library or Office Volunteers who provide assistance that is limited to work that does not replace the normal duties of classified administrative assistants or instructional assistants in administrative areas on a regular or frequent basis, Co-Curricular Coaching Volunteers assist certificated staff with the facilitation and supervision of co-curricular activities, such as Speech and Debate, Marching Band or the Dance Team, throughout their performance/competition season.

Co-Curricular Coaching Volunteers may be unsupervised and/or are likely to be alone with students; therefore, the requirements are as follows:

1. Completion of a district volunteer information form that includes name, address and phone number, a brief description of the service to be provided and name of supervisor.
2. DOJ and FBI fingerprint clearance.
3. A valid tuberculosis (TB) clearance.
4. No volunteer may provide service unless and until the appropriate forms are on file with the principal.

The district recognizes the importance of parents/guardians and other community members who volunteer and provide transportation to students who participate in and attend athletic and special school activities. District Administrative Regulations 3542.4 and 3542.5 identify further requirements governing Volunteers and transportation of students.

### **Volunteer Services**

Volunteers shall not be used to assist certificated staff in performing teaching or administrative responsibilities in place of regularly authorized classified employees who have been laid off. (Education Code 35021).

### **Volunteer Facilities Projects**

All volunteer facilities projects shall have approximate start and completion dates and must be approved by the principal in advance.

Projects approved by the principal shall also be approved in advance by the Superintendent or designee if they involve the following types of work:

1. Alterations, additions or repairs to buildings and grounds
2. Construction involving wall or roof penetration, drilling or nailing
3. Structural modifications
4. Electrical, electronic, plumbing, or heating and cooling work
5. Painting
6. Installation of carpet
7. Installation of playing field equipment and benches
8. Installation of sprinkler systems
9. Paving
10. Installation of marquees and signs
11. Tree planting, pruning or removal

The Superintendent or designee shall ensure that the volunteers possess the appropriate license and/or have sufficient expertise appropriate to the project. He/she shall also ensure that such projects comply with building and safety codes and other applicable laws and collective bargaining agreements. The district shall provide on-site assistance and supervision for such projects as necessary. Projects shall be inspected upon completion to ensure that the work was done satisfactorily.

### **Reimbursement For Fingerprinting**

The cost for the processing of fingerprints shall be the responsibility of the volunteer.

## **BOARD POLICY 1250 - VISITORS/OUTSIDERS**

**REVISED 9/14/23**

The Board of Trustees believes that it is important for parents/guardians and community members to take an active interest in the issues affecting district schools and students. Therefore, the Board encourages interested parents/guardians and community members to visit the schools and participate in the educational program.

To ensure the safety of students and staff and minimize interruption of the instructional program, the Superintendent or designee shall establish procedures which facilitate visits during regular school days. Visits during school hours should be arranged with the principal or designee. When a visit involves a conference with a teacher or the principal, an appointment should be scheduled during non-instructional time.

Any person who is not a student or staff member shall register immediately upon entering any school building or grounds when school is in session. All visitors may be cleared through the national registry upon arrival at an RJUHSD school site.

The principal or designee may provide a visible means of identification for all individuals who are not students or staff members while on school premises.

No electronic listening or recording device may be used by any person in a classroom without the teacher's and principal's permission. (Education Code 51512)

The Board encourages all individuals to assist in maintaining a safe and secure school environment by behaving in an orderly manner while on school grounds and by utilizing the district's complaint processes if they have concerns with any district program or employee. In accordance with Penal Code 626.7, the principal or designee may request that any individual who is causing a disruption, including exhibiting volatile, hostile, aggressive, or offensive behavior, immediately leave school grounds.

### **Presence of Sex Offender on Campus**

Any person who is required to register as a sex offender pursuant to Penal Code 290, including a parent/guardian of a district student, shall request written permission from the principal before entering the school campus or grounds. As necessary, the principal shall consult with local law enforcement authorities before allowing the presence of any such person at school or other school activity. The principal also shall report to the Superintendent or designee anytime he/she gives such written permission.

# ADMINISTRATIVE REGULATION 1250 - VISITORS/OUTSIDERS

**REVISED: 9/14/23**

The Superintendent or designee shall post at every entrance to each school and school grounds a notice describing registration requirements, school hours or hours during which registration is required, the registration location, the route to take to that location, and the penalties for violation of registration requirements. (Education Code 32211; Penal Code 627.6)

Unless otherwise directed by the principal or designee, a staff member shall accompany visitors/outsideers while they are on school grounds.

## Registration Procedure

In order to register, a visitor shall, upon request, furnish the principal or designee with the following information: (Penal Code 627.3)

1. His/her name, address, and occupation
2. His/her age, if less than 21
3. His/her purpose for entering school grounds
4. Driver's License for clearance through the national registry
5. Other information consistent with the provisions of law

## Principal's Registration Authority

The principal or designee may refuse to register any visitor if he/she reasonably concludes that the individual's presence or acts would disrupt the school, students, or employees; would result in damage to property; or would result in the distribution or use of a controlled substance. The principal or designee or school security officer may revoke any visitor's registration if he/she has a reasonable basis for concluding that the individual's presence on school grounds would interfere or is interfering with the peaceful conduct of school activities or would disrupt or is disrupting the school, students, or staff. (Penal Code 627.4)

When a visitor fails to register, or when the principal or designee denies or revokes a visitor's registration privileges, the principal or designee may request that the individual promptly leave school grounds. When a visitor is directed to leave, the principal or designee shall inform him/her that if he/she reenters the school within seven days he/she may be guilty of a misdemeanor subject to a fine and/or imprisonment. (Penal Code 627.7)

## Appeal Procedure

Any person who is denied registration or whose registration is revoked may appeal to the Superintendent or principal by submitting, within five days after the person's departure from school, a written request for a hearing. This request must state why he/she believes the denial or revocation was improper and must provide an address to which the hearing notice may be sent. Upon receipt of the request for a hearing, the Superintendent or principal shall promptly mail a notice of the hearing to the person requesting it. A hearing before the Superintendent or principal shall be held within seven days after receipt of the request. (Penal Code 627.5)

## RJUHS D Nondiscrimination Statement:

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